

## Purpose

### Purpose

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Time Statement for a Chosen Period** service is located in the 'My Working Time' workset in ESS. Employees can print their Time Statements or save the statements as a PDF file to their PC. The Time Statement includes the following time data for employees:

Reported Hours - Time charged by the employee to Hours Worked, Overtime, Shift Differential, etc.

Absence Quotas - Leave balances, Accrued Amounts, YTD Hours Used, etc. NOTE: Variances might occur when comparing the Time Statement against the Quota Overview service due to the timing of when the Time is processed.

Other Time Related Absences - FMLA balances and used for period.

ESS offers two different services for Time Statements:

**Time Statement** - Offers a view with a flexible and definable period. Employees can use this service to display their time data for any period they require (by week, month, year, etc.).

**Time Statement for a Chosen Period** - Offers a view of time data by the periods that are defined by the State (e.g. in conjunction with a payroll period). The employee can select the period in this service. A table is displayed providing an overview of their time statements, by period, for selection.

*NOTE:* The Time Statements are displayed in ESS in Adobe PDF format. If Adobe is not installed the machine you are using for ESS, the form will not display.

### Trigger

Use this service in Employee Self-Service (ESS) to display or print your Time Statement for a specific period.

### Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).
- Adobe Reader to display the PDF form (Time Statement).

### Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Working Time ➔ Time Statement for a Chosen Period

**Transaction Code**

ESS

**Helpful Hints**

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

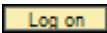
## Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

### Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

### MySCEmployee Updates

- **MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- **Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- **MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- **If you have not taken the Employee Self Service overview course**, we encourage you to as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at [www.sceis.sc.gov/page.aspx?id=158](http://www.sceis.sc.gov/page.aspx?id=158).
- **The MySCEmployee Reference Guide** and other support materials are available at [www.sceis.sc.gov/page.aspx?id=166](http://www.sceis.sc.gov/page.aspx?id=166)
- **If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

### Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab

Employee Self-Service

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

History | Back | Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

**My Employee Search**  
Quick Links  
[Who's Who](#)

**My Working Time**  
\*Quota Overview  
\*Time Statements  
\*Holiday Schedule  
\*State Employee Leave Package  
Quick Links  
[Record Working Time](#)  
[Time Conversion](#)  
[Leave Request](#)

**My Pay**  
\*Bank Information (Direct Deposit)  
\*Employment Verification  
\*W-4 Tax Withholding  
\*Voluntary Deductions  
\*Savings Bonds  
Quick Links  
[Pay Statements](#)

**My Personal Info**  
\*Address and Emergency Contacts  
\*Personal Data

**My Benefits**  
\*Employee Insurance Program Websites  
\*Retirement Forms  
Quick Links  
[MyBenefits - Employee Insurance Program](#)

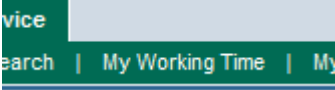


**My Career**  
\*Training and Development  
Quick Links  
[State Jobs](#)

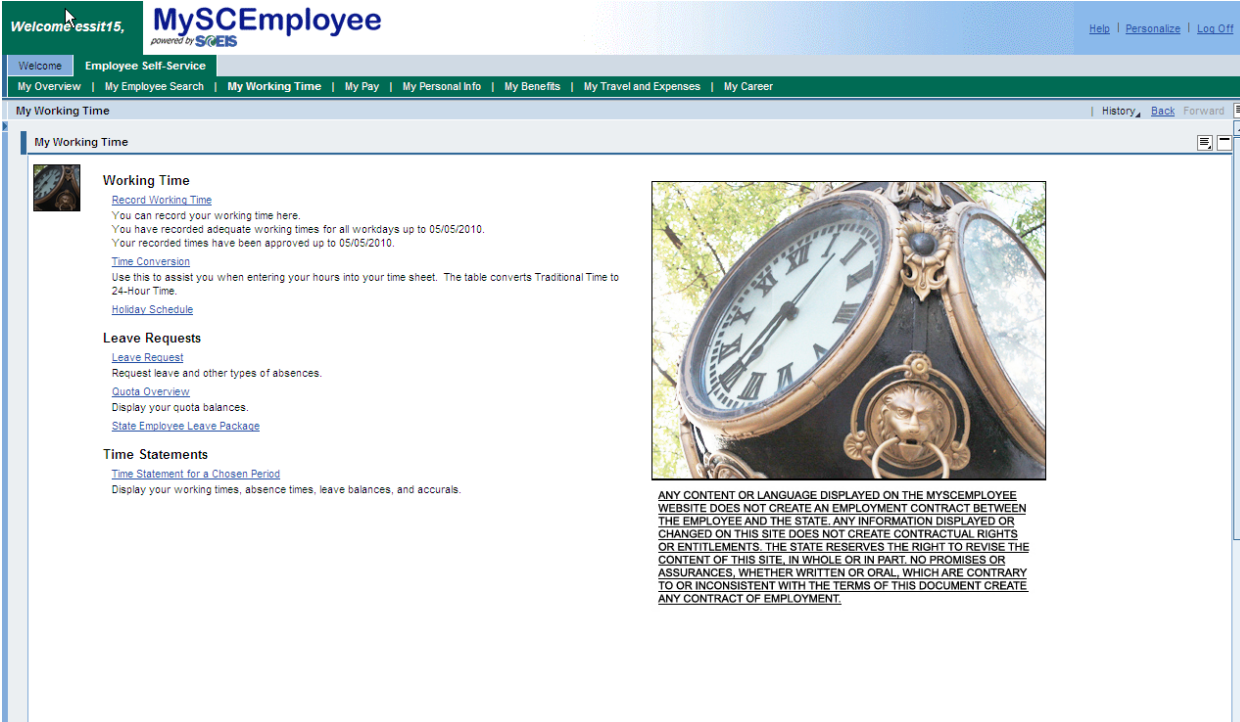
**My Travel and Expenses**  
\*Expense Reports  
\*Travel Requests



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation (the area page) by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset <b>TAB</b> . The workset tabs are located below the main ESS tab.
	Click the <b>ICON</b> for the workset.
	Click the main <b>LINK</b> for the workset.



**Working Time**

[Record Working Time](#)  
You can record your working time here.  
You have recorded adequate working times for all workdays up to 05/05/2010.  
Your recorded times have been approved up to 05/05/2010.

[Time Conversion](#)  
Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.

[Holiday Schedule](#)

**Leave Requests**

[Leave Request](#)  
Request leave and other types of absences.

[Quota Overview](#)  
Display your quota balances.

[State Employee Leave Package](#)

**Time Statements**

[Time Statement for a Chosen Period](#)  
Display your working times, absence times, leave balances, and accruals.

ANY CONTENT OR LANGUAGE DISPLAYED ON THE MYSCEMPLOYEE WEBSITE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE STATE. ANY INFORMATION DISPLAYED OR CHANGED ON THIS SITE DOES NOT CREATE CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE STATE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS SITE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS DOCUMENT CREATE ANY CONTRACT OF EMPLOYMENT.

The area page includes all the associated web services/applications for that workset, the



links to access the applications, and a short description of each application (if applicable).

7. To go to the **Time Statement for a Chosen Period** service, click the link [Time Statement for a Chosen Period](#).

The screenshot shows the MySCEmployee portal interface. The header includes a welcome message for 'essuser1' and the MySCEmployee logo. A navigation bar contains links like 'Welcome', 'Employee Self-Service', 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The main content area is titled 'Time Statement, Periodic' and includes a 'Display More Time Statements' link. Below this are buttons for 'Previous Time Statement', 'Next Time Statement', and 'Exit'. A toolbar with various icons and a search box is visible. The main display area shows a 'Time Statement' for the period '12/01/2009 to 12/31/2009'. It includes a table for 'Personal / Organizational Data' and a section for 'Reported Hours'.

Personal / Organizational Data			
Personnel Number	00008531	Name	Jonathon P. Brady
Position	INFO RESOURCE COORDINATOR	Org. Unit	
Personnel Area	E280-ELECTION COMMISSION	Sub Area	AH00-ADM-ADM/PG MGMT
Cost Center	E280B00010	Work Schedule	75H-F210
Employee Group	2-UNCLASSIFIED FTE	Emp. Sub Group	2A-FT-EX W/INS & LV
Length Of Service	0.00	Time Mgt Status	9 - Time evaluation of planned times

**Reported Hours**

Time Account	Use	Time Account	Use	Time Account	Use



The most recent **Time Statement** is defaulted and displayed.

8. To expand the table with other **Time Statements** from other periods, click [Display More Time Statements](#).

Welcome essuser1, MySCEmployee powered by SOEIS

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Time Statement, Periodic

Time Statement, Periodic

[Hide Time Statements](#)

Display: 3 Months

Start	End	PindTime	Productive
12/01/2009	12/31/2009		
11/01/2009	11/30/2009		
10/01/2009	10/31/2009		

Previous Time Statement | Next Time Statement | Exit

1 / 1 | 80.6% | Find

**Time Statement**  
12/01/2009 to 12/31/2009



To expand the **Time Statement** selection, select from the drop-down: 3 Months, 6 Months, etc.



To select and display another **Time Statement**:

- Select a **Time Statement** from the table. The Adobe window below will be refreshed with the selected **Time Statement**.
- Use the action buttons to scroll through the Time Statements for

Previous Time Statement or Next Time Statement

9. The **Time Statements** in ESS are launched using Adobe as a PDF document. Using the Adobe functionality, perform one of the following:

If Then

You want to print the form to your local printer.



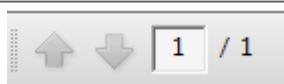
Click

You want to save the form to your PC.



Click

You want to navigate to the previous or next page.



Click

You want to decrease or increase the magnification (i.e. zoom) of the entire page.



Click

You want to fill the window with each page and scroll through the pages continuously.

Click



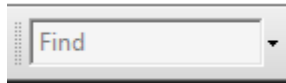
You want to display one page at a time.

Click



You want to use a search/find function, such as typing a word to find it in the displayed PDF document.

Click



**Reference:** Also see ESS - Time Statement.

10. To exit the **Time Statement for a Chosen Period** service and return to the 'My Working Time' area page, click .



**Result**

You displayed or printed your time statement for a chosen period.